



STATE

OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE

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1. Application Date <b>Sept. 25, 1972</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received <b>OCT 3 1972</b> Application No. <b>291</b> Date Completed <b>OCT 5 1972</b>	
2. Agency Application No. <b>DPS-10-72</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Public Safety Motor Vehicle Inspection Section P.O. Box 1456 Atlanta, Georgia 30301</b>		4. Person to Contact <b>Capt. D.S. Harris, Jr.</b>	
				5. Working Title <b>Supervisor</b>	
				6. Tel. No. <b>627-3531</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1969 to future</b>		9. Exact Series Title <b>Motor Vehicle Inspection Station Certificate File</b>			
10. What is the function of the office in which this record series is created? The purpose of the Motor Vehicle Inspection Section is to administer the provisions of the laws of Georgia as pertains to the periodic safety inspection of motor vehicles. The MVI Section is responsible for the set-up, licensing, and supervision of inspection stations; the instruction, licensing, and supervision of mechanic-inspectors; and the issue, control, and accounting of approval stickers.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the authorization of a station to conduct Motor Vehicle Safety Inspections. Included is the MVI Form 5 (Official Motor Vehicle Inspection Station Certificate). The file is arranged numerically by audit number.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1.5	1 1.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				6	
				This Year's	Last Year's
				0	0
				Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☒
- Used only for audit. Record copy in station master file
14. Is there a duplication of this series in another office or agency? ☒ ☐
- One in individual station master file and one at inspection station
15. Is the information contained in this series ever summarized or published? ☒ ☐
- Attach copy of summary or publication. Periodical report
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
- From duplicate copies listed at #14.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

For audit purposes and possible back reference

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Destroy after audit or 1 year, whichever is longer.

(Indicate briefly rationale for recommendations above/or write additional remarks):

For audit purposes and possible back reference

Records Management Officer (Signature) <u>Lewis B. Bell</u> Date <u>SEP 20 1972</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Lewis B. Bell</u>	<u>SEP 20 1972</u>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Hight</u>	<u>10-4-72</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Carroll Hays</u>	<u>Oct 3, 72</u>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Robert R. Sheel</u>	<u>10-4-72</u>

STATE RECORDS COMMITTEE